Training Agenda: Generative AI for Business User (Half Day)

Code : AI-100

About This Course

This half-day workshop is for business users interested in leveraging Generative AI technologies to transform their business operations. The course is designed to be accessible to participants at all business user levels and focuses on practical applications of AI tools like ChatGPT and Microsoft Copilot. Attendees are expected to have an open mindset towards digital and AI transformations and possess a basic understanding of AI technology and its business implications. The course emphasizes practical applications, teaching attendees how to use Generative AI tools to solve real-world business challenges effectively and improve efficiency.

Target Audience:

- Business User Levels

Tools:

- Chat GPT or Microsoft Copilot

Prerequisite:

- Openness to exploring new ways of working using Digital and AI transformation.
- A basic understanding of AI technology and its impact on business

Expected Outcomes:

By the end of this workshop, participants will be able to:

- Discover Generative AI and its transformative potential in the focus industry.
- Define specific opportunities to apply Generative AI within their organizations.
- Learn how to use Generative AI tools to solve real-world business problems and drive efficiency.
- Deliver actionable strategies to implement Generative AI solutions for competitive advantage.

Device Preparation:

- Participants are encouraged to bring their laptops to fully engage in the hands-on exercises and explore the Generative AI tools firsthand.
- Ensure a stable internet connection for seamless tool access.

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[Brief Agenda](#)

Time	Session	Description
Morning Session (09:00 - 12:00)		
09:00 - 09:15	Welcome and Introduction	Agenda and key objectives, initial thoughts on AI in the business context for Focus industry.
09:15 - 09:45	Basic AI Concepts	History and development of AI, basic AI and machine learning concepts, explore core principles of Generative AI, business use cases.
09:45 - 10:30	Setting Up and Using Chat GPT or Microsoft Copilot	Overview and understanding of Chat GPT or Microsoft Copilot , basic usage including conversation initiation, prompts, and examples.
10:30 - 10:40	Break	
10:40 - 11:50	Content Generation for Focus industry	Basic prompt engineering, writing assistance, creative writing, decision making, image generation.
11:50 - 12:00	Wrap-Up and Next Steps	Review key learnings, provide resources for further learning, outline follow-up activities.